



ATTENDANCE POLICY

Policy Owner	Bridge Short Stay School
Policy Adopted/Reviewed	April 2021
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BRIDGE SHORT STAY SCHOOL

Attendance Policy

Promoting positive behaviour and excellent attendance is the responsibility of the whole school community.

The school will promote positive behaviour and good attendance through its use of curriculum and learning materials. Good attendance and behaviour by pupils will be recognised appropriately.

All children should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

All students are sometimes reluctant to attend school. Any problems that arise with attendance are best resolved between the school, the parents and the child. If a child is reluctant to attend, it is never better to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse. Permitting absence from school without a good reason is an offence by the parent.

The attendance and behaviour policy must include procedural referral agreements that are designed to promote and safeguard the welfare of pupils. Schools have a duty in law to refer any absence of 10 days or more where they have been unable to make contact with the parent/child or have general concerns about the absence to the Education Welfare Service. Schools are required to take an attendance register twice a day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil of compulsory school age is absent every half-day absence from school has to be classified by the school, as either AUTHORISED or UNAUTHORISED. Only school can authorise the absence, not parents. This is why information about the cause of each absence is always required, preferably in writing.

Authorised absences are mornings or afternoons away from school for a good reason like illness or other unavoidable cause.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- absences which have never been properly explained
- Students who arrive at school too late to get a mark.
- Refusal on the child's part to attend.

Bridge Daily Registration Procedure

- Staff will greet all students on arrival into school and will record their marks in the register. Any student who arrives after 9.00 am but before 9:30 am will be marked with 'L' (late before Register closed). Afternoon registers will be taken promptly at 13:00 pm.
- Registers will officially close at 10.00 am during the morning session and 13:15 pm during the afternoon session.
- Registers are then returned to the general office immediately after registration. If a register is not returned office staff cannot amend registers for late arrivals.
- Notes should be brought in to school by students on their return to Centre following any absence. If a note is not forthcoming appropriate action should be taken by key staff/ Head of school.
- Office staff will telephone and text parents/carers after Registers close re: first day absence. Or likewise at 13:15 pm if a student has not returned from lunch-break. By contacting the parent the school also ensures that the parent is aware their child is not in school enabling the parent where necessary to establish their child is safe.
- Office staff to mark registers for late arrivals.
- Office staff will have available details of telephone calls/texts etc. available to key staff and Head of School
- Office to telephone parents/carers on behalf of Key staff/Head of School re: absence, when necessary.
- Office to file absence notes.

Register Codes

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
C	Authorised absence as pupil is absent due to other authorised circumstances
E	Authorised absence as pupil is excluded, with no alternative provision made
H	Authorised absence due to agreed family holiday
I	Illness (NOT appointments)
I01	Authorised absence due to illness (NOT medical or dental etc. appointments)
I02	Authorised absence due to illness: confirmed case of coronavirus (COVID-19)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
B	Approved education activity as pupil being educated off site (NOT dual registration)
J	Approved educational activity as pupil is attending an interview
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed

D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school
X01	Non-compulsary school age absence - not counted in possible attendances
X02	Pupil self-isolating with Coronavirus (COVID-19) symptoms
X03	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) INSIDE school setting
X04	Pupil self-isolating due to potential contact with a confirmed case of coronavirus (COVID-19) OUTSIDE school setting
X05	Pupils required to self-isolate as part of quarantine requirement (after arriving in the UK from a non-exempt country or territory)
X06	Pupil not in school because they have been advised specifically by their Doctor or public health authority that they are clinically extremely vulnerable and should not attend
X07	Pupil advised specifically not to attend school as part of restrictions to education set out in Government advice
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances

Dealing with Absences

The school applies the following procedures in deciding how to deal with individual absences: No holidays are to be taken during term time. Leave of absence from school will only be permitted in exceptional circumstances. The school will work in partnership with the Educational Welfare Worker to address any attendance issues. Parents may be in receipt of a warning letter/notice re attendance which may result in further action being taken. This may include prosecution.

Working together

Parents whose children are experiencing attendance difficulties should contact the school at an early stage and work together with the school in resolving any problems.

Wherever possible the school will take action to improve a pupil's attendance and address any underlying causes of problems before making a referral to the Education Welfare Worker.

Education Welfare Worker will be available to meet with Office Attendance worker at least once per term to support and promote attendance.

The Headteacher is in charge of attendance. The following 'in-school' procedure is followed for monitoring student attendance:

- Office staff responsible for attendance produces a daily/weekly report of student attendance.
- In the first instance, where there are concerns, pupils are spoken to directly re their attendance.
- Attendance is monitored and if there is no improvement parents are informed.
- Should the attendance show no improvement a series of warning letters will be sent home.
- Where there is still no improvement parents are invited to a meeting at school with key Staff/Head of School.

A referral to the Education Welfare Worker will be made where pupil's attendance gives us concern and there is no known genuine reason for the absence. The Bridge Centre has a designated Education Welfare Worker. They will try and resolve the situation if other ways of trying to improve the child's attendance have failed. Following investigation any unresolved issues could result in the parent receiving a Fixed Penalty Notice or ultimately a prosecution under the Education Act 1977 s444.

Parents who are subject to a penalty notice have 3 choices:

1. A fine of £60 if paid within 21 days.
2. A fine of £120 if paid after 21 days but within 28 days.
3. In the case of a non-payment of the fine the Notice will be withdrawn and Magistrates Court proceedings will start. This could result in a fine of up to £1000 for each child whose attendance is causing concern and for each parent involved in the prosecution. The maximum penalty on conviction is a fine of £2500 and/or 3 months imprisonment.

Education Welfare Workers can also seek an Education Supervision Order or School Attendance Order on the child.

Further information and a copy of the revised Code of Conduct for issuing Penalty Notices can be obtained on the County Council's website

<http://www.staffordshire.gov.uk/education/welfareservice/Attendance/home.aspx>

Alternatively, parents or students may wish to contact the Education Welfare Worker themselves to ask for help or information. Education Welfare Workers are independent of the school and will give impartial advice. The Education Welfare Worker for The Bridge Centre is:-

Lisa Bullock
Education Welfare Officer
Targeted Services
Telephone number: 01543 510100 or 07805 817998
Email: lisa.bullock@staffordshire.gov.uk
Duty Education Welfare: 01785 895421

Parents have access to their child's latest attendance by contacting the school office. This includes percentage attendance, recorded reasons for absence and registers taken at the beginning of a morning and afternoon session.

The school sets attendance targets each year. The Head Teacher and Governors agree these targets are challenging yet realistic, and are based on attendance figures achieved in previous years.

The school considers carefully the attendance figures for other similar schools when setting its own targets.

The school has adopted the following attendance targets and special projects:

- The agreed attendance target is 95%

Rewards for good attendance

All the children who have good attendance in any one term will receive a certificate, awarded at the beginning of the next term. Excellent attendance will be rewarded with a trip of choice.

Certificates will also be issued for children whose attendance improves significantly from one term to the next.

Those people responsible for attendance matters in this school are:

Headteacher– Mr James Morris
Chair of Management Committee
Policy Review Committee.

Summary

The school has a legal duty to publish its absence figures to parents and to promote good attendance. Equally, parents have a duty to make sure that their children attend. School staff are committed to working with parents as to the best way to ensure as high a level of attendance as possible.

Monitoring and review

It is the responsibility of the School Management Committee to monitor overall attendance, and they will request an annual report from the Head Teacher. They also receive an update each term through the Head teacher's Report to School Management Committee.

The School Management Committee also has the responsibility for this policy, and for seeing that it is carried out.

The committee will therefore examine closely the information provided to them, and seek to ensure that Bridge attendance figures are as good as they should be.

This policy will be reviewed by the School Management Committee annually.

Link to DfE Guidance on Pupil Attendance: [School attendance and absence - GOV.UK](#)

Link to DfE Guidance on Pupil: [Long term medical absence](#)